

**Application Guide for
“Scheme on Relief Grants for Interest Class Instructors
Hired by Organisations Subvented by the Social Welfare Department”**

1. Background and Objectives

- In view of the epidemic situation arising from COVID-19, subvented welfare service units of organisations subvented by the Social Welfare Department (SWD), such as youth centres, elderly centres, community centres, rehabilitation centres, etc., have been suspended or only provided services on a limited scale since February 2020. The income of the interest class instructors hired by these service units has been affected.
- On 18 April 2020, the Finance Committee of the Legislative Council approved to launch a package of measures under the second round of Anti-epidemic Fund (AEF) to support eligible individuals and businesses hard hit by the pandemic or affected by anti-epidemic measures. The “Scheme on Relief Grants for Interest Class Instructors Hired by Organisations Subvented by the Social Welfare Department” (the Scheme), one of the measures, is to provide a one-off relief grant of \$7,500 for each of the eligible interest class instructors hired by SWD-subvented organisations. The Scheme is administered by SWD.

2. Target Beneficiaries

- The applicants¹ for the relief grants should be Hong Kong residents and shall meet all of the following criteria -
 - (i) The applicants must be engaged or planned to be engaged by one of the 169 SWD-subvented organisations as at 1 April 2020² (recognised organisations) as interest class instructors³ for service users of subvented welfare service units² (recognised service units) during the COVID-19 period (i.e. February 2020 to August 2020) but service has been/would likely be suspended during

¹ The application should be submitted on an individual basis.

² Interest class instructors hired by non-SWD-subvented organisations or by non-subvented welfare service units fall outside the Scheme. The list of SWD-subvented organisations (recognised organisations) is available under “What’s new” of SWD website at www.swd.gov.hk. Applicant may approach the welfare service unit which hires him/her as interest class instructor to check whether the service unit is subvented or not.

³ The Scheme only covers interest class instructors. Trainers/instructors/coaches providing social welfare services, care, therapy, childcare and performance; organisers for activities as well as tutors of child care support services (e.g. tutors of After School Care Programme for providing homework guidance and care) are not covered by the Scheme.

the period;

- (ii) The applicants should not be volunteers of the recognised service units, including those receiving honorarium only; and
- (iii) The applicants must not be benefiting from the relief grants administered by the Education Bureau (EDB) for school instructors of learning/interest classes or the Leisure and Cultural Services Department (LCSD) for registered sports coaches under the second round of AEF.

3. Application Date and Procedures

- Applications can be submitted to SWD within a month starting from **15 May 2020** with application closes on **15 June 2020**. Application forms can be downloaded from SWD website (www.swd.gov.hk).
- The applicant shall complete Part A and Part C of the application form and bring the application form to the recognised service unit concerned for completion of Part B.
- The unit head/officer-in-charge of the recognised service unit should complete Part B of the application form confirming the applicant's eligibility for 2(i) and (ii) under Part 2 above, the applicant's name and Hong Kong Identity Card number, the unit's information on the interest class(es) concerned and engagement letters/emails, etc. to the applicant. The recognised service unit is not required to submit the documentary proof on the interest class(es) but proper records should be kept to facilitate checking of SWD when necessary.
- If the applicant has been hired by more than one recognised organisation/service unit, he/she should submit an application to one of the recognised service units. There is no need for the applicant to submit more than one application. An eligible applicant could only receive the relief grants once under the Scheme.
- Completed application forms must be submitted to SWD through recognised service units. Recognised service units should send the completed application forms directly to SWD as soon as possible on or before **15 June 2020** either by post (referring to the postmark date if by post) or by hand to Room 942, 9/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong so as to facilitate the eligible applicants to collect the relief grants earliest possible. Please mark "Application for Relief Grants for Interest Class Instructors Hired by Organisations Subvented by the Social Welfare Department" on the envelope. Application forms with incomplete information or late applications will not be considered.
- Please note that if the applicant is also eligible for the relief grants administered by EDB for school instructors of learning/interest classes and/or by LCSD for

registered sports coaches under the second round of AEF, the applicant should submit one application only to SWD, EDB or LCSD to avoid duplicated applications. Each eligible applicant could only receive the relief grants once among these three schemes.

4. Vetting of Applications

- After receiving the application forms, SWD would vet the eligibility and check if there are any duplications. SWD may approach the applicants and/or the recognised service units concerned for collecting and/or verifying information if necessary.
- Personal data of the applicants will be provided to EDB and LCSD for cross-checking to avoid duplication of applications.
- Duplicated applications will be void and the applicants would be informed by SWD.

5. Disbursement of Relief Grants

- Upon completion of the vetting procedures, SWD will inform the applicants of the application result through SMS. Relief grants will be disbursed to eligible applicants by crossed cheques (in the name of the applicant) by post through the Treasury, normally within one month after notification of the application result.
- Please refer to the workflow of the Scheme at **Annex**.

6. Responsibilities of the Applicant

- The applicant has to read and understand fully all contents of the application form, the “Application Guide” and the “Personal Information Collection Statement” under Part D of the application form. “Declaration by Applicant” under Part C of the application form must be carefully read and signed for confirmation before submitting the application. All information provided by the applicant must be true, accurate and complete. If false information is given or a false declaration is made, the application will not be approved or such approval, if given, will be revoked. At the same time, the government reserves the right to recover the approved relief grants and all expenses. The applicant may be held liable for any legal consequence arising from giving false information or making false declaration.
- In case of any change of the relevant information, the applicant must notify the Youth Section of the SWD as soon as possible (telephone: 2892 5126 or 2892 5694; fax: 2152 9396; or email: youthenq@swd.gov.hk).

- The applicant must provide detailed information for verification in case SWD conducts random checks on his/her case.
- By submitting the application form to SWD, the applicant is meant to agree to abide by the provisions as set out in the Application Guide and the application form.

7. Enquiry

- For any enquiries to the Scheme, please visit SWD website or contact Youth Section of SWD (telephone: 2892 5126 or 2892 5694; fax: 2152 9396; or email: youthenq@swd.gov.hk).

Social Welfare Department
May 2020